

From: DFAS IN Travel Pay Services

Subject: Important Travel Information about Split Disbursement for Civilians

Effective for travel **beginning on or after September 19, 2003** DoD civilian employees traveling on TDY travel orders **are required** to complete Block 1 of the DD Form 1351-2 (travel voucher). This block addresses how the employee wishes to be paid (check or EFT). It also allows the employee to select the "Split Disbursement" option thereby sending a designated portion of the travel settlement directly to the Government Sponsored Charge Card. *Travelers are encouraged to use split disbursement to the maximum extent possible.*

The traveler **must** designate a method of payment (either EFT or check or split disbursement). Due to travel payment system constraints, if the traveler elects the split disbursement option, the EFT block must be checked. ***There is no capability to send the traveler a check and the the charge card company a split disbursement.*** The travel office will disburse travel entitlements based on the information provided in Block 1.

If Block 1 is empty and the travel order states that the traveler is a charge card holder, the travel office is **required** to add the lodging receipts, rental car charges and any air fare claimed and send the proceeds directly to the charge card company as a split disbursement. This action is required by the Under Secretary of Defense (Comptroller) memorandum dated April 23, 2003. To ensure that travel entitlements are disbursed according to the traveler's preferences, the traveler must complete Block 1 of the DD Form 1351-2.